

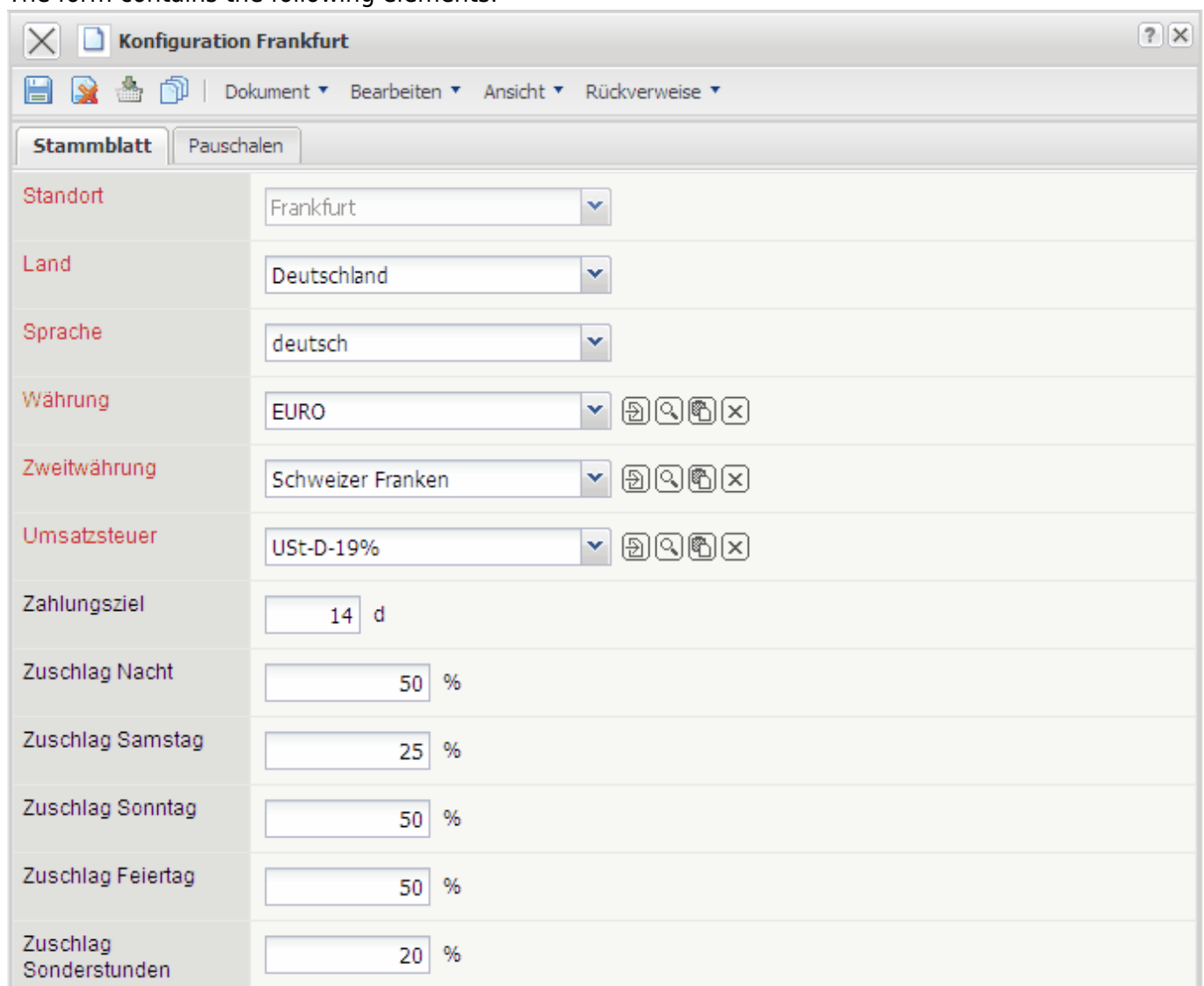
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2.01.01 Configuration

The "Configuration" form administers the parameters for the entire system. This includes the company-specified parameters for: [location](#), [country](#), [language](#) and the currencies that will be used as default, where the master data will be entered. Furthermore, this is where the [distance flat-rate](#) and [hourly travel rates](#) will be saved and the parameter for the [target payment](#) will be defined. In addition, lunch periods and bonuses can be specified worldwide from here.

Tip: further information on this topic can be found under article [4.1.01 Administration of System Data](#).

The form contains the following elements:



The screenshot shows a window titled 'Konfiguration Frankfurt' with a menu bar (Dokument, Bearbeiten, Ansicht, Rückverweise) and two tabs: 'Stammbblatt' (selected) and 'Pauschalen'. The form contains the following fields:

Standort	Frankfurt	
Land	Deutschland	
Sprache	deutsch	
Währung	EURO	[Icons: Copy, Search, Paste, Close]
Zweitwährung	Schweizer Franken	[Icons: Copy, Search, Paste, Close]
Umsatzsteuer	USt-D-19%	[Icons: Copy, Search, Paste, Close]
Zahlungsziel	14 d	
Zuschlag Nacht	50 %	
Zuschlag Samstag	25 %	
Zuschlag Sonntag	50 %	
Zuschlag Feiertag	50 %	
Zuschlag Sonderstunden	20 %	

On the "Master Data List" tab:

- **Location:** This element specifies the configuration setting for the chosen location.
- **Country:** This field specifies the country's configuration for the location and will be used as a

preset for the master data.

- **Language:** This field specifies the language for the system and determines herewith the descriptions and the document output. Furthermore, this field determines, as of version 2.2, also the type of numbers and date settings.
- **Currency:** The field "Currency" defines the standard currency of the company. This currency will be pulled up first by default with all currency fields. The currencies can be specified and changed under the the form [Currency](#).
- **Second Currency:** The field "Second Currency" specifies the alternative currency of the company. This currency will be pulled up as "Second Currency" by default within all currency fields (exception: in the "Billing Module" the "Project Currency" will be pulled up as the "Second Currency"). The currencies can be specified and changed under the form [Currency](#). A "Second Currency" within the system can also be disabled throughout the entire system via the system controls.
- **Value-Added Tax:** In this field the value-added tax will be entered as a default value out of the option's form. The value-added tax can be specified and changed in the [Value-added Tax](#) form. When doing input costs, issuing a quotation and issuing an invoice the default value will be used here.
- **Payment Target:** The field "Payment Target" specifies the desired time span between an outgoing invoice and payments received.
- **Bonuses:** The bonuses can be either used for internal clearing invoices (in case employees are guaranteed such bonuses), or be used as a basis for the bonus charge in issuing the invoice (external clearing invoice). These range of functions must be configured accordingly from the manufacturer.

Konfiguration Frankfurt

Dokument Bearbeiten Ansicht Rückverweise

Stamblatt **Pauschalen**

Externe Km-Pauschale	0,50 EUR
Interne Km-Pauschale	0,30 EUR
Km-Pauschale Mitfahrer	0,02 EUR
Externer Reisesatz	65,00 EUR
Interner Reisesatz	35,00 EUR
Frühstück	1,37 EUR
Frühstück im Hotel	4,80 EUR
Mittagessen	2,44 EUR
Abendessen	2,50 EUR
Herstellungskosten	80,00 EUR
Kostenart Reisen	Reisekosten [Icons]
Kostenart Fahrten	Fahrtkosten [Icons]
Kostenart Arbeitspakete	Projektkosten [Icons]

per hour and will be used for the calculation of finished/unfinished output in the evaluation system (see also [Billing evaluation](#)).

- **Cost Categories (Voyages, Trips, Work Packages):** These fields will be used by default with [voyages](#) and [trips](#), such as with the take-over of [jobs](#) in [offers](#), order [confirmations](#) and [bills](#).

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